

Minutes – November 18, 2019
West Plainfield Fire Protection District Board of Commissioners

1. CALL TO ORDER

The meeting was called to order at 7:00 pm by President McMullen and a quorum was established. Present were:

Commissioners: Ed Beoshanz, Jim Yeager, Richard Guarino, James McMullen and Charles Hjerpe
Staff: Fire Chief Cherie Rita, Assistant Chief Bill Heins and Assistant Chief Dave Stiles, FF Association President Jon Lee

2. REVIEW DISCUSSION OF BILLS

- a. Approve payment of bills.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To approve the bills in the amount of \$ 8,195.07

Passed: Unanimously

3. PUBLIC COMMENT

None

4. LILLARD HALL

- a. Lillard Hall Business
None
- b. Lillard Hall Report
No comments
- c. Lillard hall Committee Report Ad Hoc
i. Retirement Hall Manager
The committee reported that they had met and are working on a job description for the Hall Manager. The Committee recommended that the hourly rate be set at \$15/hour based on a 30/hour month. They plan to advertise in the local newspapers such as the Davis Enterprise and Woodland Democrat. The draft minutes from the meeting were included in the Board packet for review.

Commissioner Yeager stated that he had discussed the hourly rate with the current Hall Manager, and suggested making the position a monthly salary instead of hourly as it is hard to track hours.

There was discussion on the requirements for renting the Hall. The following suggestions were made and it was decided to have the Committee consider these options and bring back recommendations to the next meeting.

- Only rent to district residents
- Make sure there is adequate insurance coverage.
- Possibly rent to someone or an organization that will manage the Hall for their use and pay a monthly rental fee.

- ii. Financial Analysis Report
It was agreed that his has already been covered and should be removed from the agenda.

5. **FINANCIALS**

a. Deposits

There was one deposit of \$7,519.10, which is the first installment of reimbursements from the Yolo County Airport.

b. Financial Reports:

Chief Rita stated that the income statement was the wrong fiscal year. There was discussion regarding format change, to which AC Heins informed the group that any changes in format were not possible as they are run off county software.

6. **NEW BUSINESS**

a. Discussion/Action – Sacred Oaks Memorandum of Agreement (MOA)

President McMullen stated that the IHS Committee met and reviewed the MOA between Sacred Oaks and West Plainfield Fire District. This MOA also included a contract for services for \$54,74948, which would be enough to hire a 3rd full time person. There were suggestive changes made which were only for clarity some points. The facility is planned to be open in December 2019. Chief Rita noted that there were a couple of questions that the Committee had that needed to be answered by Sacred Oaks before signing the MOA.

- Cost of living
- Length of contract

The Committee requested the board grant them authority to sign the MOA once agreement is made and the two questions are answered. If not, the board could request a special meeting be held to discuss and review the final MOA.

Motion by: Commissioner Yeager
2nd: Commissioner Beoshanz

To grant the Committee approval to sign the MOA once reviewed and accepted and the questions are answered.

Passed: Unanimously

b. One Time Salary Augmentation AC Heins

At the last board meeting the Personnel Committee had recommended a one-time salary augmentation for AC Heins, but the commissioner was split on their decision and decided this should wait until the full board was present. After some discussion, it was agreed that an increase in hourly wage was not a good option at this time as it was not planned into the budget. Therefore, a one-time augmentation of \$2,000 was recommended.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To authorize a \$2,000 one-time augmentation for AC Heins effective January 1, 2020.

Passed: Unanimously

- c. Discussion/Action – Board Clerk Annual Evaluation – Closed Session if requested

Chief Rita explained that at the last Personnel Committee meeting it was decided to postpone the Clerks Evaluation as they would like to complete the new job description first and have it approved by the Board. It was decided to add approval of the job description to the December board meeting and the evaluation at the following Board meeting.

- d. Discussion/Action on recommended actions – 24 Hour Staffing Preparation

AC Heins informed the Board that in anticipation of 24-hour staffing, there were a few things that needed to be updated and revisited at the station.

- Possibility of a modular unit
- Bed/furniture would need to be purchased
- Storage space
- Station alerting system
- PA system

HC Heins stated that nothing need be done now but he wanted the Board to be aware of what will be needed. It was recommended by the Board to bring this back to the next meeting with an estimate of funds needed for this project and suggestions for the best way to support the 24-hour position.

- e. Discussion/Action on recommended actions – Volunteer Applications

AC Heins stated that currently there are not new applicants.

7. OLD BUSINESS

- a. Lillard Hall Manager
Already covered under Lillard Hall Committee report.
- b. Fire District Website Update
AC Heins stated that training of the Chief and Clerk is completed and everyone is on track to start the online process as of January 1, 2020.
- c. District News Letter
AC Heins stated that he and Captain Bravo were in the process of compiling the information and that a draft should be ready for the December meeting.

8. CHIEF'S REPORT

Chief Rita informed the Board that she had included the packet the list of meetings regarding the Yolo County Cannabis Land Use Ordinance in case anyone wanted to attend. She also stated that she had included the Yolo County Fire Protection Sustainability Board Ad Hoc Committee progress update as of October 10th, 2019. AC Stiles will review in his report.

9. **ASSISTANT CHIEF REPORT**

a. Assistant Chief, Operations (Stiles)

- AC Stile reminded the Board that he is representing the district on the Yolo County committee looking at long term planning for the fire service. AC Stiles reported that the Yolo County Fire Protection Sustainability Board Ad Hoc Committee had canceled their last schedule meeting due to most of the Board being out of town. There has been a lot of data compiled and they have been hashing through the data. The next meeting is scheduled for this coming Thursday, November 22nd. They are also looking at traveling through the county district stations to see how they are set up and taking a look at the staffing. There should be a preliminary report the first part of next year submitted to the Board of Supervisors and a full report in early summer.
- AC Stiles informed the Board that as a funding option there may be a rural tax increase. He will give an update next month.
- Engine E30 has had radios installed and updated and he has rewired all the charging stations with a mounting plate on the dash.

b. Assistant Chief, Administration (Heins)

- AC Heins stated that the trainees have moved to probation and one firefighter has moved to driver. There are currently 31 volunteers on the roster and most are active members. Last training there were 12 volunteers in attendance.
- He stated he had sat on the oral board of Willow Oak.
- He informed the Board that he is currently taking photos for the Lillard Hall Board.
- As a point of information, AC Heins informed the Board that in the month of October, with the heavy winds the station ran 32 calls. Since 2015 the average number of calls in October were 11-20. AC Heins wanted to commend the volunteers and paid staff for their hard work and availability to run all the calls.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To direct staff to give Board commendations to the Volunteers and paid staff for all their hard work during the month of October.

Passed: Unanimously

- AC Heins stated that during the last power outages the station was a focal point for residents who needed water for animals. He noted that currently, if the station loses power there will be not water as the generator is not connected to the water pump for the well. AC Heins suggested to the Board that they look into either a new generator and an additional propane tank for the well or to increase the size of the currently generator and run power lines to the well.

By consensus it was agreed to have staff research the best solution to solve the water problem in a power outage and bring back recommendations to the Board next meeting.

10. VOLUNTEER ACTIVITIES REPORT

The Association President, Jon Lee informed the Board that the holiday party is on December 15th this year and all are invited. He stated an email should go out shortly with all the information.

11. COMMITTEE REPORTS

a. Standing Committees

- i. Benefits Committee Report (Chair Hjerpe, Guarino)– No meeting, no report.
- ii. Budget Committee Report (Yeager, Chair Hjerpe) – No meeting, no report.
- iii. Personnel Committee Report (Chair Hjerpe, Guarino) – Already covered.
- iv. District Funding and Development Committee (Beoshanz, Chair Yeager)
No meeting, no report
- v. IHS/Sacred Oaks Committee (Chair McMullen, Guarino) Already covered.

b. Ad Hoc Committees

- i. IHS Engineering Report Committee (Hjerpe, Chair Yeager) – Commissioner Yeager reported that this committee can be taken off the agenda and that the committee is no longer needed. The committee has sunset.

12. TRAINING LIASION REPORT

Commissioner Yeager informed the Board that there was not meeting but that he has been taking regularly with Lieutenant Booth and encourages him to attend training meeting which he is currently attending.

13. FIRE PREVENTION LIASION REPORT

AC Heins informed the Board that there were still properties not in compliance and staff is working to improve them.

14. FACILITIES/EQUIPMENT LIASION REPORT

Nothing to report.

15. MINUTES

- a. Approval of September 17, 2019 Board Meeting Minutes.

These meeting minutes were approved at the last meeting and were included in error. The October and November meeting minutes will be included in the December packet for approval at the December Board meeting.

16. CLERKS' REPORT

The Clerk stated that she had received information regarding a Bank account at Bank of America which is asking for West Plainfield Fire Protection District to confirm ownership. She stated that she did not know of any account that was active with Bank of America and asked direction from the Board. Chief Rita stated that she thought it was account that had been opened in the past and was not longer active. The Board asked that the Clerk contact Bank of America and find out if the accounts has funds and when it was opened. Chief Rita will contact the bank of there are funds still in the account or it needs to be closed.

17. OPEN FORUM

Nothing

18. **CALENDAR**


The next regularly scheduled meeting of the Board of Fire Commissioners will be Tuesday December 17, 2019 at 7:00 pm.

Motion by: Commissioner Guarino
2nd: Commissioner Yeager

To adjourn.

Passed: Unanimously

Meeting adjourned 8:45 pm



President



Clerk